

Commission for Statewide Contracts to  
Support Employment for Individuals with Disabilities  
Division for the Visually Impaired  
1901 N DuPont Hwy.  
Biggs Bldg. Conference Room  
New Castle, DE 19720

**Meeting Minutes, September 18, 2018**

**Members Present:** Doyle Dobbins (Vice Chair), Thomas Cook, Ability Network of Delaware, (A.N.D./Ex-Officio), Jamie Johnstone, Department of Finance, Dean Stotler, Director, Government Support Services, Cindy Farmer (member)

**Present by Phone:** Julie (Jo) Donoghue, Counsel, Delaware Attorney General's Office, (DAG/Counsel), Cynthia Fairwell, Department of Labor, Vocational Rehabilitation, (DOL/VR), Elisha Jenkins, Director, Division for the Visually Impaired (DVI/EX-Officio)

**Members Absent:** Carvella Jackson, (member)

**Others Present** Jill Morrison, Division for the Visually Impaired (DVI), Michele Hamilton, Division for the Visually Impaired (DVI), Julie Fedele, Division of Research (phone), Wayne Marsh, Public, Rob Schmidtkofer, Division for the Visually Impaired(DVI), Lloyd Schmitz, Public, Carol King-Reis, Public, Kristy Trudel, Ability Network of Delaware (A.N.D.)

A quorum was determined and the meeting was called to order at 2:00 PM

**Approval of Minutes:**

Jamie Johnstone moved to accept the August 21, 2018 meeting minutes with the addition of the question addressed to the Division for the Visually Impaired (DVI), on including the Business Enterprise Program 's (BEP) cafeteria program to the Commissions' 2018 Annual Report and DVI's response.; Cynthia Fairwell seconded the motion. Motion carried.

**Old Business:**

Review of the first draft of the Annual Report to the Governor-

Dean Stotler moved to accept the 2018 Annual Report with corrections to: typographical errors on page 5, 6, and 7, the input of clarity of high, low average, salary/ wages regarding temporary services; individuals who left for competitive employment; the correction of Easter Seals and Easterseals logo). Cynthia Fairwell seconded the motion. Motion carried. Thomas Cook will send the completed report to the Division for the Visually Impaired. The Division will forward the final report through the Governor's Director of Policy.

Effective September 18, 2018, Government Support Services is publishing the award for three (3) vendors to provide secure document destruction. The Vendor is in the process of phasing out the secured document destruction services. Effective September 30, 2018, the Secure Document Destruction Contract will end as a set aside.

**New Business:**

Ability Network of Delaware (A.N.D). Set Aside Request for Records Management Specialist and Sr. Data Entry Technician positions (with amended pricing) 2nd Vote- Thomas Cook (A.N.D) requested to have this item deferred to a later time. Commission agreed to defer this item.

Ability Network of Delaware (A.N.D.) - Request for a price adjustment for janitorial services at the New Castle County Courthouse. Dean Stotler made the motion to accept A.N.D.'s proposal for the price adjustment for

janitorial services at the New Castle County Courthouse. Cynthia Fairwell seconded the motion. A vote was taken; all present were in favor. Motion carried.

**Report of the Chair:**

No Report

**Report of the Sub-Committees:**

**Regulations Sub-Committee-** No Report.

**Central Non-Profit Agencies Subcommittee:**

CNA Certification application period - Dean Stotler reported, the statute requires the CNA certification process be relet periodically; the CNA certification application is published on the Government Support Services website for interested parties to apply. The subcommittee has reset the files to recompile/reopen to the timing when the periods are set to reopen. This completes the subcommittee report. The subcommittee will reconvene in the event an application for CNA is received for review and recommendation.

**Report-Ability Network of Delaware (A.N.D)**

Thomas Cook reported on A.N.D.'s upcoming events.

Kristy Trudel reported on the recycling situation of unclean content. For example on the plastic bags being put into recycling as well as shredded paper, neither of these items should be placed in recycled bins.

**Public Comment:**

Lloyd Schmitz questioned the Commission's annual report not addressing the Business Enterprise program (BEP), under the Division for the Visually Impaired (DVI). This question was directed to the Commissions' legal counsel for reply. Julie Donoghue (DAG) responded this is not a legal question more of a policy question, therefore no legal advice will be provided. The Division's position is the Business Enterprise Program does not fall under the purview of the Committee. BEP is not the same as Delaware Industries for the Blind. However, DVI will continue to provide Administrative Support to the Commission. Discussion developed around Title 16, Section 9606. The Commissions' Chair recommended discussion on this subject in the future with the development of the 2019 Annual report.

Lloyd Schmitz brought to the attention of the Commission that DVI is under Joint Sunset Legislative review. The response was that the Commission is one of many things that DVI is involved in and for a matter of the Commissions record, it is noted that this review does not include review of the Commission.

**Acknowledgement:**

The Commission would like to extend its appreciation to Service Source for their part in ensuring Government Support Services time to successfully negotiate a successful transition by extending the set aside contract.

**Adjournment:**

Meeting adjourned at 3:09 PM

Next meeting date is Tuesday, October 16, 2018

Respectfully submitted,  
Michele Hamilton  
Administrative Specialist  
Division for the Visually Impaired  
October 7, 2018